



One Stop @ SAC

Authorisation Form For Collection

Important Notes:

1. Applicant must complete this form to authorise the collection by a proxy.
 2. The proxy will be required to produce the following documents during the collection:
 - Signed authorisation form by applicant
 - Copy of the applicant's **Identity Card** (both sides) or **Passport** (personal particulars page)
 - The proxy's Identity Card or Passport
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To: Officer-in-charge, One Stop @ SAC

I, the undersigned applicant, hereby authorise, _____,
(full name)

NRIC/passport no. _____, Contact Number: _____

to collect the following documents. (please tick & indicate) on my behalf:

- ☐ Transcript(s)
- ☐ Degree Certificate(s)
- ☐ Others: _____

Applicant's Details

Applicant's Name:
(in FULL & BLOCK LETTERS)

Matric No:

Contact Number:

Degree Conferred:
(where applicable)

Signature: _____

Date: _____